

Disclaimer: These minutes were prepared as a reasonable summary of the essential content of this meeting, not as a transcription.



Minutes of the Pitt Meadows Day Advisory Committee Meeting

September 21, 2022, 3:00 p.m.

Video Conference

Voting Members:	E. MacDonald W. Perron M. Salonga T. Sanderson A. Shandler
Council Liaisons:	Councillor Hayes
Regrets:	Z. Braithwaite-Kelso A. Koubi C. McCorkindale Councillor Miyashita J. Patel J. Sugimoto
Staff:	J. Callaghan, Volunteer & Special Events Coordinator T. Jung, Arts & Culture Programmer C. McDowell, Manager of Recreation & Culture
Recording Clerk:	T. McCaw, Committee Clerk II

1. CALL TO ORDER

C. McDowell, Manager of Recreation & Culture, acknowledged that the meeting was held on the traditional territory of the ǫícǫ ỳ(Katzie) First Nation.

The meeting was called to order at 3:05 PM.

2. LATE ITEMS

None.

3. APPROVAL OF AGENDA

it was **MOVED** and **SECONDED** THAT the Agenda for the September 21, 2022 Pitt Meadows Day Advisory Committee be approved as amended.

CARRIED

4. ADOPTION OF MINUTES

4.1 Adoption of the May 18, 2022 Meeting Minutes

It was **MOVED** and **SECONDED** THAT the Minutes of the May 18, 2022 Pitt Meadows Day Advisory Committee meeting be approved.

CARRIED

4.2 Adoption of the June 15, 2022 Meeting Minutes

It was **MOVED** and **SECONDED** THAT the Minutes of the June 15, 2022 Pitt Meadows Day Advisory Committee meeting be approved.

CARRIED

5. NEW BUSINESS

5.1 Committee Terms of Reference

C. McDowell, Manager of Recreation & Culture, provided an overview of the recent change made to the Pitt Meadows Day Advisory Committee Terms of Reference which included the definition of quorum being changed to four members.

5.2 Budget Overview

J. Callaghan, Special Events & Volunteer Coordinator, provided an overview of the 2022 Pitt Meadows Day expenditure as well as the forecasted budget for the 2023 event through the use of a PowerPoint presentation forming a part of the minutes as **Attachment 1**.

Committee members participated in a roundtable discussion, some of the main themes included:

- Discussions were held around the possibility of new sponsorship and fundraising ideas;
- The recommendation was made for the development of new in-depth sponsorship packages;
- Artisan and vendor fees were discussed recommending the increase of table/tent fees closer to industry standards;
- An open discussion was held around changes and recommendations for the 2023 event after hosting the 2022 event; and
- Discussions were held around potential revenue generating avenues that could be achieved at the next event such as entering into an agreement to earn 15% of the revenue generated from the beer garden as a fee to the City.

5.3 Membership Assignments & Roles

J. Callaghan, Special Events & Volunteer Coordinator, provided an overview on committee membership assignments, roles during the planning phase, as well as roles for the day of - Pitt Meadows Day 2023.

Committee members participated in a roundtable discussion, some of the main themes included:

- The recommendation was made for stronger definitions of committee member and volunteer roles for both the planning phase and on the day of the event; and
- A few major roles need membership support possibly to be filled by committee members who were not in attendance; and
- The majority of members present were comfortable in remaining in the same lead roles and assignments as designated in 2022.

5.4 Sponsorship & Fundraising

This agenda topic was discussed in conjunction with item 5.2.

6. ROUNDTABLE

The Committee participated in a roundtable discussion, no motions or recommendations were put forward.

7. **ADJOURNMENT**

The meeting was adjourned at 3:59 PM

Certified as correct:

Tatiana McCaw, Committee Clerk II